

Los Altos Recreation Department Tennis Court Reservation Application

Organization: _____ Tax ID: _____
 Contact Person: _____ Email: _____
 Address: _____ City: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 2nd Contact: _____ Home Phone: _____ Work Phone: _____

Reservation Request:

Dates	Day of the Week	# of Days	Start Time	End Time	Length of Time	Total # of Hours

*Attach Separate Sheet(s) if needed. If applicable, please include League Schedule.

Total:

Group Type & Fees:

_____ Resident Organizations / Groups / Individuals only: \$8.00 per hour per court
 _____ Resident Non-Profit Organizations: \$6 per hour per court

Reservation For:

Marymeade Park: _____ Court #1 _____ Court #2 _____ Court #3
 McKenzie Park: _____ Court #1 _____ Court #2 _____
 Montclair Park: _____ Court #1 _____ Court #2 _____
 Rosita Park _____ Court #1 _____ Court #2 _____ Court #3

Total # of Hours		Fee/Hour		# of Courts		Total Due	
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- Los Altos Recreation Department programs have priority. When Recreation Department is using the courts, user groups cannot use them until the Recreation Department programs are completed.
- It is the City of Los Altos Recreation Department's policy to leave one court open at each site for public use.
- The Los Altos High School tennis courts are reserved through the Mountain View/Los Altos Union High School District.
- It is your responsibility to leave the facility clean.
- Restrooms: Public restrooms are open at McKenzie, Rosita & Marymeade for your convenience. Please monitor your groups restrooms use during and after your event and clean-up as needed.
- Rental fee is based on total hours of all practices and games multiplied by the hourly rate.
- Payments by credit card or check are accepted. Checks payable to "City of Los Altos". Mail to: Los Altos Recreation Dept., Reservations, 97 Hillview Avenue, Los Altos, CA 94022.
- Refunds will not be granted for any cancellations of tennis court reservations. Reservations are non-transferable.

To the fullest extent allowed by law, Applicant hereby agrees to defend, indemnify and hold harmless the City of Los Altos, its governing board, the individual members thereof, and all City of Los Altos officers, agents and employees from any loss, damage, liability, cost or expense arising from the use or occupancy of City property. All applications shall bear the signature of a person 21 years or older who is duly authorized representative of the organization or group making the request, and further the applicant agrees to reimburse the City of any loss or damage to City property caused by such use. I UNDERSTAND THAT THIS APPLICATION FOR USE IS NOT APPROVED UNTIL I RECEIVE A VERIFIED RESERVATION RECEIPT. I HAVE READ AND UNDERSTAND THE ATTACHED POLICIES AND REGULATIONS ATTENDANT TO MY RENTAL OF THIS FACILITY & I AGREE TO ABIDE BY THEM. I have read and understand the refund policy. Failure to abide by above-stated rules may result in cancellation of reservation.

Signature: _____ **Date:** _____

Office Use Only: Date Received: _____ Date Processed: _____ Receipt Number: _____ Form Version: 7.15.14